

HUNTON & WILLIAMS

ONE HANNOVER SQUARE
FAYETTEVILLE STREET MALL
P. O. Box 109

RALEIGH, NORTH CAROLINA 27602

TELEPHONE 919-899-3000
TELECOPIER 919-833-6352

707 EAST MAIN STREET P. O. BOX 1535
RICHMOND, VIRGINIA 23212
TELEPHONE 804-788-8200
TELEX 6844251

100 PARK AVENUE
NEW YORK, NEW YORK 10017
TELEPHONE 212-309-1000
TELEX 424549 HUNT UI

3050 CHAIN BRIDGE ROAD
P. O. BOX 1147
FAIRFAX, VIRGINIA 22030
TELEPHONE 703-352-2200

2500 ONE ATLANTA PLAZA
950 EAST PACES FERRY ROAD
ATLANTA, GEORGIA 30326
TELEPHONE 404-841-2700

2000 PENNSYLVANIA AVENUE, N. W.
P. O. BOX 19230
WASHINGTON, D. C. 20036
TELEPHONE 202-955-1500

FIRST VIRGINIA BANK TOWER
P. O. BOX 3889
NORFOLK, VIRGINIA 23514
TELEPHONE 804-625-5501
TELEX 755628

FIRST TENNESSEE BANK BUILDING
P. O. BOX 951
KNOXVILLE, TENNESSEE 37901
TELEPHONE 615-637-4311

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Mr. Doug Crawford
Philip Morris U.S.A.
Post Office Box 1098
Concord, North Carolina 28026-1098

Philip Morris U.S.A. Records Management Employee Brochure

Dear Doug:

I enclose for your review what purports to be the final draft of the "employee brochure." If you have any revisions, additions, deletions, suggestions, comments, or questions, they must be communicated to me by the close of work on Friday, June 15, 1990. If no comments are made, I will indicate to Stu Rickerson that he can submit the brochure for formatting and publication.

Thanks for your help with this matter. As always, if I can be of any assistance, please do not hesitate to contact me at 919-899-3061. Best regards.

Sincerely,



Arthur J. DeBaugh

630/6145

Enclosure

cc: Stuart E. Rickerson, Esquire (w/o encl.)
Thomas G. Slater, Jr., Esquire (w/o encl.)
Ray V. Hartwell, III, Esquire (w/o encl.)

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